



Administrative Services Committee Commission Chamber- 6/10/2013- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Accept the Year 2013 Action Plan amendment for Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program as set forth by HUD's changes. ☐ Attachments

2. Presentation by Mr. Ellis Albright of the CSRA Business League regarding minority, women and disadvantaged businesses. ☐ Attachments

3. Motion to approve rotating the scheduled meeting time for all committees. (Referred from June 4 Commission meeting) ☐ Attachments

4. Motion to approve the minutes of the Administrative Services Committee held on May 28, 2013. ☐ Attachments

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**Administrative Services Committee Meeting
6/10/2013 1:05 PM
2013 Action Plan - Acceptance of Amendment**

Department: Housing and Community Development Department (AHCDD)

Caption: Accept the Year 2013 Action Plan amendment for Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program as set forth by HUD's changes.

Background: In order to fulfill statutory and regulatory requirements mandated by the U.S. Department of Housing and Urban Development with regard to the 2013 Action Plan, the City of Augusta is required to make available for public comment the 2013 Action Plan that provides the jurisdiction an opportunity to review the City of Augusta, Housing and Community Development Department's local strategy to address needs in the areas of community development, economic development, housing and homelessness. This proposal includes an amendment to the Action Plan for 2013 with a budget that includes a revision to anticipated funding allocations for the Community Development Block Grant Program (Increased by \$35,544), HOME Investment Partnerships Program (Decreased by \$48,951), Housing Opportunities for Persons with AIDS Program (Decreased by \$12,479), and Emergency Solutions Grant (Decreased by \$50,982); plus CDBG Program Income from loan repayments of \$150,000 and HOME loan repayments of \$235,000.

Analysis: If supported by the Augusta City Commission, the Housing and Community Development Department will be able to fund these projects in accordance with the submission of the 2010-2014 Consolidated Plan to the U. S. Department of Housing and Urban Development (HUD).

Financial Impact: If approved by the City Commission, the Plan will continue to provide funding of needed services and housing projects for low-to moderate-income households throughout the City of Augusta.

Alternatives: None Recommended.

Recommendation: Accept this amendment to the 2013 Action Plan by resolution.

**Funds are Available
in the Following
Accounts:** COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM, HOME INVESTMENT PARTNERSHIPS (HOME)
PROGRAM, EMERGENCY SHELTER GRANT (ESG)
PROGRAM, and the HOUSING OPPORTUNITIES FOR
PERSONS WITH AIDS PROGRAM (HOPWA) PROGRAM
respectively.

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

**2013 Community Development Block Grant Program
B-13-MC-13-0004**

	Proposed	Actual
Entitlement	\$ 1,723,227.00	\$1,758,771.00
Program Income	\$ 150,000.00	\$150,000.00
TOTAL	\$ 1,873,227.00	\$1,908,771.00

IDIS #	Project #	Projects	Proposed	Actual
Acquisition (\$117,805)				
		Acquisition	\$116,652.00	\$67,805.00
Public Facilities (\$151,459)				
		ARC Recreation & Parks Dept.	\$45,000.00	\$46,153.00
		Coordinated Health Svs. Imp	\$75,000.00	\$76,153.00
		The Salvation Army of Greater Augusta	\$28,000.00	\$29,153.00
Clearance/Demolition (\$100,000)				
		Clearance & Demolition	\$100,000.00	\$233,507.00
Public Services (\$245,907)				
		Action Ministries, Inc.	\$15,000.00	\$16,153.00
		Ambassadors Community	\$5,000.00	\$6,153.00
		Augusta Mini Theatre	\$20,000.00	\$21,153.00
		Catholic Social Services	\$5,000.00	\$6,153.00
		CSRA Business League	\$12,000.00	\$13,153.00
		Christ Community Health	\$10,000.00	\$11,153.00
		Communities in Schools	\$8,000.00	\$9,153.00
		Coordinated Health Svs. Imp	\$20,000.00	\$21,153.00
		CSRA EOA	\$10,000.00	\$11,153.00
		Golden Harvest	\$15,000.00	\$16,153.00
		Homeless Transportation	\$1,000.00	\$2,153.00
		Hope House	\$20,000.00	\$21,153.00
		Kids Restart	\$15,000.00	\$16,153.00
		MACH Academy	\$18,000.00	\$19,153.00
		Promise Land CDC	\$5,000.00	\$6,153.00
		Salvation Army	\$15,000.00	\$16,153.00
		Senior Citizens Council	\$10,000.00	\$11,153.00
		United Way	\$15,000.00	\$16,153.00
		The Family Y of Augusta	\$5,000.00	\$6,153.00
Relocation (\$143,507)				

Housing and Economic Development
925 Laney-Walker Boulevard, Augusta, GA 30901
(706) 821-1797 – Fax (706) 821-1784 – TDD – 821-1783
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		Relocation - HCD	\$142,354.00	\$60,000.00
Rehabilitation (\$686,229)				
		Housing Rehabilitation Program	\$685,076.00	\$686,229.00
Economic Development (\$82,500)				
		Small Business Development Loan	\$75,000.00	\$75,000.00
		Antioch Ministries, Inc.	\$7,500.00	\$7,500.00
General Administration (\$381,364)				
		Administration	\$324,645.00	\$331,364.00
		Fair Housing	\$50,000.00	\$50,000.00
TOTAL			\$ 1,873,227.00	\$1,908,771.00

**2013 Emergency Solutions Grant Program
E-13-MC-13-0004**

	Proposed	Actual
Entitlement	\$ 176,697.00	\$125,715.00
Program Income	\$ -	\$0.00
TOTAL	\$ 176,697.00	\$125,715.00

IDIS #	Project #	Projects	Original	
		CSRA Economic Opportunity Authority	\$13,445.00	\$8,206.00
		Coordinated Health Services, Inc.	\$20,000.00	\$14,761.00
		Georgia Legal Services Program	\$20,000.00	\$14,761.00
		Golden Harvest Food Bank	\$10,000.00	\$4,761.00
		Hope House, Inc.	\$12,000.00	\$6,761.00
		Interfaith Hospitality Network, Augusta	\$20,000.00	\$14,761.00
		The Salvation Army of Augusta	\$18,000.00	\$12,761.00
		St. Stephens Ministry	\$15,000.00	\$9,761.00
		United Way of the CSRA	\$35,000.00	\$29,761.00
		Administration	\$13,252.00	\$9,421.00
TOTAL			\$176,697.00	\$125,715.00

**2013 HOME Investment Partnerships Program
M-13-MC-13-0206**

	Proposed	Actual
Entitlement	\$ 766,812.00	\$717,861.00

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Program Income	\$ 235,000.00	\$235,000.00
TOTAL	\$ 1,001,812.00	\$952,861.00

IDIS #	Project #	Projects	Proposed	Actual
		Housing Redevelopment Initiative	\$771,768.40	\$744,845.40
		CHDO Set-aside (15% minimum)	\$115,021.80	\$100,336.50
		CHDO Operating	\$38,340.60	\$35,893.00
		Administrative (10% maximum)	\$76,681.20	\$71,786.10
TOTAL			\$1,001,812.00	\$952,861.00

**2013 Housing Opportunities for Persons with AIDS
GA-H-13-F002**

	Proposed	Actual
Entitlement	\$ 425,840.00	\$413,361.00
Program Income	\$ -	\$0.00
TOTAL	\$ 425,840.00	\$413,361.00

IDIS #	Project #	Projects	Original	Actual
		Hope Health, Inc.	\$150,000.00	\$150,000.00
		St. Stephens Ministry	\$263,065.00	\$251,374.00
		Administration	\$12,775.00	\$11,987.00
TOTAL			\$425,840.00	\$413,361.00

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**Administrative Services Committee Meeting
6/10/2013 1:05 PM
Ellis Albright**

Department: Clerk of Commission

Caption: Presentation by Mr. Ellis Albright of the CSRA Business League regarding minority, women and disadvantaged businesses.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month - 5:00 p.m.

Committee meetings: Second and last Mondays of each month - 12:45 to 2:15 p.m.

Commission/Committee: (Please check one and insert meeting date)

<input type="checkbox"/>	Commission	Date of Meeting	_____
<input type="checkbox"/>	Public Safety Committee	Date of Meeting	_____
<input type="checkbox"/>	Public Services Committee	Date of Meeting	_____
<input checked="" type="checkbox"/>	Administrative Services Committee	Date of Meeting	10 JUNE 13
<input type="checkbox"/>	Engineering Services Committee	Date of Meeting	_____
<input type="checkbox"/>	Finance Committee	Date of Meeting	_____

Contact Information for Individual/Presenter Making the Request:

Name: Ellis B. Albright - CSRA BUSINESS LEAGUE
 Address: 821 12th Street
 Telephone Number: 706 722-0994
 Fax Number: 706 722-3115
 E-Mail Address: ellisalbright@business-league.org

Caption/Topic of Discussion to be placed on the Agenda:

MINORITY, WOMEN AND DISADVANTAGED
BUSINESSES

Please send this request form to the following address:

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.



**Administrative Services Committee Meeting
6/10/2013 1:05 PM
Meeting time for all committees**

Department: Clerk of Commission

Caption: Motion to approve rotating the scheduled meeting time for all committees. (Referred from June 4 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Administrative Services Committee Agenda (May 13, 2013)

Discuss rationale for changing the conflict of interest policy. Should changes be necessitated, task the general counsel with reviewing conflict of interest policies of other municipalities and provide search results and a recommendation to the administrative services committee for review and subsequent approval by the commission-council.

Discuss initiating dialogue among members of the commission-council to ascertain whether an interest exists in becoming an Age-Friendly Community. Communities participating must commit to a cycle of assessing and improving their age-friendliness. According to the federal Administration on Aging, by 2030, nearly 20% of the U. S. Population will be 65 and older. Communities that adopt progressive and forward thinking public policies and urban planning models will attract and retain more residents, provide varied business opportunities to serve the older populations, their families, and caregivers, and build infrastructure and policies that are friendly to all ages.

An "Age-Friendly Community" entails an inclusive and accessible urban or suburban environment that encourages active and healthy aging. (AARP's Network of Age-Friendly Communities)

Approve rotating the scheduled meeting time for all committees.

Discuss the Georgia Municipal Associations Handbook for Georgia Mayors and Council Members, Fifth Edition, as relates to the "Powers and Duties of the Mayor and Council Members."

The municipal governing authority consists of the city council or city commission, and depending on the provisions of the city's charter, the mayor. The governing authority is responsible for two essential types of functions: legislative and administrative.

- (a) Legislative responsibilities involve setting policy for the government by enacting various ordinances, resolutions, and regulations.
- (b) Administrative responsibilities deal with the implementation of the policies and procedures established by the governing body. In many cities, the administrative burden is too great to be borne solely by the mayor and council, so these powers are delegated to a professional manager and policies are carried out by various departments, boards, and commissions in the city.



**Administrative Services Committee Meeting
6/10/2013 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on May 28, 2013.

Background:

Analysis:

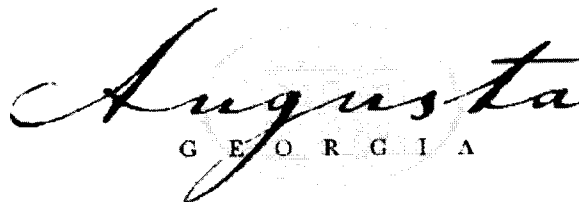
Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 5/28/2013

ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis and Fennoy, members.

Absent: Hons. Deke Copenhaver, Mayor; Jackson, member.

ADMINISTRATIVE SERVICES

- | | |
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| <p>1. Review the Administrator's Report of all pay increases and promotions since January 1, 2012, to include justification for the increase and demographic. The governing authority directed the Administrator to provide this report to the Administrative Services Committee on a quarterly basis. (Requested by Commissioner Lockett) (Referred from May 13 Administrative Services Committee)</p> | <p>Item
Action:
Rescheduled</p> |
|---|---|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve setting up a work session to further discuss this item. Motion Passes 3-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

- | | |
|---|--|
| <p>2. Discuss initiating dialogue among members of the commission-council to ascertain whether an interest exists in becoming an Age-Friendly Community. Communities participating must commit to a cycle of assessing and improving their age-friendliness. According to the federal Administration on Aging, by 2030, nearly 20% of the U. S. population will be 65 and older. Communities that adopt progressive and forward thinking public policies and urban planning models will attract and retain more residents, provide varied business opportunities to serve the older population, their families, and caregivers, and build infrastructure and policies that are friendly to all ages. An "Age-Friendly Community" entails an inclusive and accessible urban or suburban environment that encourages active and healthy aging. (AARP's Network of Age-Friendly Communities) (Requested by Commissioner Lockett) (Referred from May 13</p> | <p>Item
Action:
Approved</p> |
|---|--|

Administrative Services Committee)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

3. Approve and authorize the Administrator and Augusta Housing and Community Development Department Director to offer the newly selected candidate for the Finance Officer position (requested by HCDD) an annual salary similar to the departing Finance Officer's current annual salary. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

4. Receive as information submittal of a DOT TIGER III grant application to implement planned projects resulting from the Augusta Sustainable Development Implementation Program as funded by the previously awarded DOT TIGER II/HUD Community Challenge grant. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

5. Discuss the Code of Conduct for commissioners. (Requested by Commissioner Fennoy) **Item Action:** Approved

Motions

Motion	Motion
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Type	Motion Text	Made By	Seconded By	Result
Approve	Motion to approve having commissioners sign the Code of Conduct at the first meeting of each year. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

6. Discuss rationale for changing the conflict of interest policy. Should changes be necessitated, task the general counsel with reviewing conflict of interest policies of other municipalities and provide search results and a recommendation to the administrative services committee for review and subsequent approval by the commission-council. (Requested by Commissioner Lockett) (Referred from May 13 Administrative Services Committee)
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

7. Motion to uphold denial of bid protest regarding RFP #13-145 Ambulance Services, for the Augusta Fire Department filed by Metro-Health EMS. The Procurement department has denied the request from Metro-Health EMS which stated that the Procurement Department failed to provide notice of the mandatory pre-proposal conference.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve upholding the denial. Motion Passes 3-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

8. Discussion of downtown parking. (Requested by the Administrator)
- Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Defer	<p>Motion to refer this item to a workshop for further discussion and with the inclusion of the appropriate people such as the Sheriff's Office, small businesses and downtown companies with a number of employees.</p> <p>Motion Passes 3-0.</p>	Commissioner Mary Davis	Commissioner William Fennoy	Passes
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9. Presentation by Mr. Jerry Russell regarding a provision in the procurement process which needs to be addressed pertaining to "Local Vendor" policy.

Item
Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	<p>Motion to delete this item at the request of Mr. Russell.</p> <p>Motion Passes 3-0.</p>	Commissioner Mary Davis	Commissioner William Fennoy	Passes

10. Presentation by Ms. Mandy Young regarding Old Davidson School Developement Plan - Davidson Senior Manor.

Item
Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	<p>Motion to approve receiving this item as information.</p> <p>Motion Passes 3-0.</p>	Commissioner William Fennoy	Commissioner Mary Davis	Passes

11. Motion to approve rotating the scheduled meeting time for all committees. (Referred from May 21 Commission meeting)

Item
Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	<p>Motion to approve.</p>	Commissioner	Commissioner	

Approve Motion Passes 3- William Fennoy Mary Davis Passes
0.

12. Motion to approve the minutes of the Administrative Services Committee held on May 13, 2013. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

13. Discuss a Model Derelict and Blighted Property Ordinance and an Ordinance to impose a higher property tax rate for blighted, vacant properties. (Requested by Commissioner Fennoy) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to Public Services for a work session. Motion Passes 3-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

14. Discuss the Georgia Municipal Association's Handbook for Georgia Mayors and Council Members, Fifth Edition, as relates to the "Powers and Duties of the Mayor and Council Members." The municipal governing authority consists of the city council or city commission, and depending on the provisions of the city's charter, the mayor. The governing authority is responsible for two essential types of functions: legislative and administrative. (a) Legislative responsibilities involve setting policy for the government by enacting various ordinances, resolution, and regulations. (b) Administrative responsibilities deal with the implementation of the policies and procedures established by the governing body. In many cities, the administrative burden is too great to be borne solely by the mayor and council, so these powers are delegated to a professional manager and policies are carried out by various departments, boards, and commissions in the city. (Requested by Commissioner Lockett) (Referred from May 13 Administrative Services Committee) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

15. Discuss the proposal from the Carl Vinson Institute of Government to provide organizational review services as part of the 2013 Commission Goals and Objectives. (Requested by the Administrator) (Referred from May 13 Administrative Services Committee) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

16. Approve the renewal of the Rental Agreement between the Department of Driver Services and Richmond County for use by Customer Service Center #51 of office space located at 3423 Mike Padgett Highway for the period from July 1, 2013 through June 30, 2014. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

17. Approve the renewal of the Rental Agreement between Augusta, Georgia and the Georgia Department of Human Services for office space for the Department of Family and Children Services located at 520 Fenwick Street for the period beginning July 1, 2013 through June 30, 2014. **Item Action:** Approved

Motions

Motion	Motion Text	Made By	Seconded By	Motion
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Type				Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

18. Approve a Resolution transmitting the Draft Short-Term Work Program, 2013-18, for review by the CSRA Regional Commission.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

19. Update on the South Augusta sustainable master plan/ Augusta Tomorrow master plan with John Stout and Camille Price. (Requested by Mayor Pro Tem Corey Johnson) (Referred from May 13 Administrative Services Committee)

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

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